

OPERATIONAL FILE CODES

CODE	SUBJECT HEADING	RETENTION PERIOD OR SPECIAL FILING REQUIREMENT
*2000	ADMINISTRATION (General)	Destroy when 3 FYs old
2000-2	Emergency Planning	Retain current operation plan and list of assignments. Destroy when 2 FYs old.
2000-G	Notaries Public	Retain current designations. Destroy outdated designations.
*2003	ORGANIZATION (General)	Retain current organizational charts. Destroy outdated charts.
*2006	MANAGEMENT (General)	Destroy when 3 FYs old.
**2006-B	State Issuances	Maintain as prescribed in RD Instruction 2006-B.
2006-F	Delegations of Authority	Destroy 5 FYs after revoked, revised or position is eliminated.
2006-G	Designation of Acting Officials	Destroy 5 FYs after termination date of designation.
2006-M	Management Control System	Retain until next review conducted, then destroy.
2006-O	Work Organization	Destroy when 2 FYs old.
2006-P	Civil Rights Impact Analysis	Destroy when 3 FYs old.
**2006-U	Information Resources Management Office Automation and End User Computing	Destroy 5 FYs after completion or cancellation of study.
*2009	BUDGETS (General)	Destroy when 2 FYs old.
*2012	AUDITS AND INVESTIGATIONS (General)	Destroy when 2 FYs old.
**2012-A	Audits	Destroy 8 FYs after case is closed.
**2012-B	Investigations and Whistleblower (Hotline) Complaints	Destroy 10 FYs after case is closed.
*2015	INFORMATION (General)	Includes news releases & published news items. Destroy when 1 FY old.
**2015-E	Availability of Information Under the Privacy Act	To include a copy of each accounting record of disclosures of information initiated by Rural Development under the Privacy Act as prescribed in RD Instruction 2015-E. A record may be disclosed to a Member of Congress or to a congressional staff member in response to an inquiry of the congressional office made at the written request of the constituent

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		about whom the record is maintained. (A copy of this accounting will also be filed with the records from which the disclosure was made.) Destroy when 5 FYs old.
*2018	ADMINISTRATIVE SERVICES (General)	Destroy when 1 FY old
2018-D	Handling of Loan Checks	Includes record of mailing or delivery and return receipt. Destroy loss claims 3 FYs after claim has been satisfied. Other material, destroy when 3 FYs old.
2018-E	Security of Valuable Documents	Files relating to alleged violations of orders, laws, or agency regulations for the safeguarding of information. Destroy when 5 FYs old.
2018-F	Availability of Information (FOIA)	Destroy when 2 FYs old. Excludes material pertaining to exempt records denied, appealed decisions, and records sought by compulsory process.
2018-F2	Form RD 104-1 "Public Information Transmittal and/or Receipt"	Destroy when 2 FYs old.
2018-G	U. S. Government Motor Vehicles	Includes custody and operation records of GSA vehicles.
*2021	SPACE (General)	Destroy when 2 FYs old.
2021-A	Space Policies and Procedures	Destroy individual location folders 2 FYs after end of FY in which office was closed or moved to new location.
2024	PROPERTY AND SUPPLY (General)	Destroy when 2 FY old
2024-A	Acquisition, Sales and Leasing Authority	Destroy records on transactions of more than \$100,000 and all construction contracts exceeding \$2,000 – 6 years and 3 months after final payment. (Files maintained under this heading may be subdivided and established in any manner which best serves an office's need in accumulating and controlling procurement, contracting, and associated payment information.)
2024-A1	Simplified Acquisition	Destroy records or transactions of less than \$100,000 and construction contracts of \$2000 or less 3 FYs after

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		final payment.
2024-A2	FORM RD 838-B "INVOICE-RECEIPT CERTIFICATION	Should be retained for 3 years in the borrower's case file or 6 years and 3 months after the period of the account.
2024-A3	Administrative Expense Cost Vouchers (Form AD 757 and Attachments)	Destroy 6 years and 3 months after FY in which created. File to be maintained in safe.
2024-C	Request and Control of Forms, Supplies, and Miscellaneous Services by State and Field Offices	Destroy 2 FYs after termination or completion of transaction.
2024-H	Custody, Control and Utilization, and Disposal of Accountable Personal Property	(Includes inventory file.) Destroy when 3 FYs old.
2024-H1	Property Inventory	(Includes PROP302 report) Destroy when 5 FYs old
*2027	REPRODUCTION (General)	Destroy when 1 FY old.
*2030	COMMUNICATIONS (General)	Destroy when 2 FYs old.
2030-A	Correspondence and Mail Management Programs	Destroy when 6 FYs old. Include metered mail records.
*2033	RECORDS (General)	Destroy when 6 FYs old.
**2033-1	Rural Development Records Transferred	Consists of evidence of records permanently transferred to the National Office, other Federal agencies or State Rural Rehabilitation Authorities. Disposition is not authorized.
2033-2	Receipts of Valuable Documents	To include receipted copy of Form RD 140-4 "Transmittal of Documents," as well as other receipts for valuable documents. Unreceipted copies of Form RD 140-4 will be filed in the borrower case file. When a county or fractional part of a county is transferred to another jurisdiction, receipts will also be transferred. Destroy when 50 FYs old.
2033-G	Multi-Family Housing Information Status, Training, and Retrieval System (MISTR)	Destroy or delete when no longer needed.
*2036	TRAVEL (General)	Routine administrative records, including correspondence, forms, and related records pertaining to commercial and noncommercial Agency travel, transportation, and

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		freight functions not covered elsewhere. Destroy when 2 FYs old.
2036-A	Travel	Records relating to reimbursing individuals, such as travel authorizations, per diem, vouchers, and all supporting documents relevant to official travel. Use 2036-A1 name file if limited to one traveler only. Destroy when 6 FYs old.
2036-A1	(Name of Traveler)	Use separate folder for each traveler. Transfer folder if employee transfers to another RD office. Destroy material directly from folder on 6-year disposal basis during continuous employment. Close folder upon separation and then destroy 6 years after year of separation. A copy of Form 2036-A "Travel Record", and a copy of the "Travel Voucher" may be kept by the traveler as a personal record.
*2039	CHANGE OF OFFICIAL STATION (General)	Destroy when 6 FYs old.
*2042	TORT CLAIMS (General)	Destroy when 3 FYs old.
*2045	PERSONNEL MANAGEMENT PROGRAM SERVICES AND ACTIVITIES (General)	Correspondence, reports, and other records relating to the general administration and operation of personnel functions. (Excluding records specifically described elsewhere in this manual.) Destroy when 3 FYs old.
**2045-1	Recruitment Activities	Destroy when 2 FYs old.
**2045-C	Merit Promotion Program	Destroy when 2 FYs old.
**2045-C1	Merit Promotion	(Position title, grade, series, and promotion certificate number). A separate folder will be established for each position filled. DESTROY after OPM inspection or 3 FYs, whichever is earlier, EXCEPT when these records support the selection of an employee in a career ladder still serving as a grade lower than the established level.
**2045-C2	Vacancy Announcements Under Merit Promotion Plan	A separate folder for Rural Development announcements may be established when volume warrants.

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**2045-X	Equal Employment Opportunity (EEO)	Files containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records. Destroy 4 FYs after the case is closed.
**2045-Z	Action Plans For Progress in Equal Employment Opportunity	Destroy when superseded.
**2045-BB	Employee Responsibilities and Conduct	(Complaints used as a basis for a formal investigation will be made a part of the investigation case record and maintained accordingly.) Destroy when 3 FYs old.
*2048	POSITION CLASSIFICATION (General)	Destroy when 2 FYs old.
**2048-A	Position Classification (case files)	Destroy 5 FYs after position is abolished or description is superseded.
**2048-B	Standards And Position Descriptions	Destroy when 2 FYs old after position is abolished or description is superseded.
*2051	HOURS AND PAY (General)	Destroy when 3 FYs old.
2051-G	Hours of Duty, Flexitime, and Compressed Work Schedule	Destroy when 6 FYs old.
2051-G1	(Name of Employee) Time & Attendance Reports with Attachments	Use separate folder for each employee currently on rolls. Transfer folder if employee transfers to another Rural Development office. Destroy when 6 FYs old.
2051-H	Overtime Provisions	Destroy when 6 FYs old.
*2054	EMPLOYMENT (General)	Destroy when 2 FYs old.
**2054-1	(Name of Regular Employee)	Use separate folder for each. Transfer folder if employee transfers to another USDA Rural Development office. Destroy material directly from folder on 3-year disposal basis during continuous employment. Close folder upon separation and then destroy 1 year after the end of the fiscal year, which closed.
**2054-2	Gratuitous Services	Destroy 3 FYs after termination of agreement.
2054-3	Benefits	Correspondence, brochures, and other

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		information relating to employee benefits, i.e. retirement, health insurance, etc. Destroy when updated correspondence/brochures are received.
*2057	TRAINING (General)	(If applicable to one employee only, use 2054-1 (name) file. Destroy when 3 FYs old.
*2060	PERFORMANCE RATINGS (General)	Destroy when 4 FYs old.
**2060-A	Rural Development Performance Appraisal	Destroy when 4 FYs old.
*2063	EMPLOYEE RELATIONS AND SERVICES (General) Includes career counseling and legal assistance available to employees generally and fund raiser.	Destroy when 3 FYs old.
*2066	LEAVE (General)	Destroy when 3 FYs old.
*2069	SAFETY AND INJURY COMPENSATION (General)	Destroy when 3 FYs old.
**2075	VOUCHER AND PAYROLL ACCOUNTING (General)	Correspondence reports, and data relating to voucher preparations, administrative audits, and other accounting and disbursing operations. Cut off at the end of the FY. Destroy when 2 FYs old.
*1700	RURAL UTILITIES SERVICE (General)	Disposition Not Authorized.
*1775	TECHNICAL ASSISTANCE AND TRAINING GRANTS (General)	Destroy when 3 FYs old.
*1777	SECTION 306C WATER AND WASTE DIVISION LOANS AND GRANTS (General)	Destroy when 2 FYs old.
*1778	EMERGENCY COMMUNITY WATER ASSISTANCE GRANTS (General)	Destroy when 2 FYs old.
*1780	WATER AND WASTE LOAN AND GRANT PROGRAM (General)	Destroy when 2 FYs old.
*1781	RESOURCE CONSERVATION AND DEVELOPMENT (RCD) LOANS AND WATERSHED (WS) LOANS AND ADVANCES (General)	Destroy when 3 FYs old.
*1794	ENVIRONMENTAL POLICIES AND PROCEDURES (General)	Disposition Not Authorized.
*1806-A	REAL PROPERTY INSURANCE (General)	Destroy when 2 FYs old.
*1806-B	NATIONAL FLOOD INSURANCE (General)	(Retain all material pertaining to designated areas eligible for national flood insurance.) Destroy when 50 FYs old.

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*1900	PROGRAM OPERATIONS (General)	Destroy when 3 FYs old.
1900-B	Adverse Decisions and Administrative Appeals. (General)	Destroy when 2 FYs old.
1900-D	Processing and Servicing Rural Development Assistance to Employees, Relatives and Associates (General)	Destroy when 3 FYs old.
1901-A	Loan and Grant Approval Authorities	Destroy when 3 FYs old.
1901-E	Civil Rights Compliance Requirements	Destroy when 10 FYs old.
1901-F	Protection of Historical and Archaeological Properties (General)	Disposition Not Authorized.
1901-K	Certificates of Beneficial Ownership and Insured Notes. (General)	Disposition Not Authorized.
1901-N	Indian Outreach Program	Destroy when 3 FYs old.
1901-P	Computer Terminal Security (Contains Annual Security Checklist)	Destroy when 2 FYs old.
*1902	SUPERVISED BANK ACCOUNTS (General)	Destroy when 1 FY old
*1904	BORROWER CASE CLASSIFICATION (General)	Destroy when 2 FYs old
1904-B	Classification of Single Family Housing Borrower Accounts	Destroy when 2 FYs old.
1904-C	Classification of Community Programs Loans	Destroy when 2 FYs old.
1904-D	Classification of Multi-Housing Projects.	Destroy when 2 FYs old.
*1905	MANAGEMENT SYSTEMS (General)	Destroy when 2 FYs old.
*1910	APPLICATIONS (General)	Destroy when 2 FYs old.
1910-B	Credit Reports (Individual)	Destroy when 2 FYs old
1910-C	Commercial Credit Reports.	Cut off at the end of the FY. Destroy when 2 FYs old.
*1922	APPRAISAL (General)	Destroy when 2 FYs old.
1922-A	Implementation of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989	Destroy when 2 FYs old.
1922-B	Appraisal of Real Estate Security for Rental, Cooperative, and Labor Housing Loans and Grants.	Disposition Not Authorized
1922-C	Appraisal of Single Family Residential Property. (General)	Disposition Not Authorized
*1924	CONSTRUCTION AND REPAIR (General)	Destroy when 2 FYs old.
1924-A	Planning and Performing Construction and other Development	Destroy when 2 FYs old.

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1924-C	Planning and Performing Site Development Work	Destroy when 2 FYs old.
1924-F	Complaints and Compensation for Construction Defects	Followed by name of builder. To contain a history of actions taken on complaints from date of receipt to date of final disposition. Destroy 3 FYs after the end of the FY of final disposition of complaint(s). (It may be necessary to prepare additional copies of correspondence, etc., to provide documentation for this file and also the applicable borrower case file.)
1924-F1	Fee Construction Inspector Contracts	Destroy when 2 FYs after termination of contract.
*1925	TAXES (General)	Destroy when 1 FY old.
1926-B1	Flood Hazard Maps	Destroy upon receipt of new map or when no longer needed for reference purposes.
*1927	TITLE CLEARANCE AND LOAN CLOSING (General)	Destroy when 3 FYs old.
*1930	MANAGEMENT AND SUPERVISION (General)	Destroy when 2 FYs old.
1930-C	Management and Supervision of Multi-Family Housing Borrowers and Grant Recipients	Destroy when 2 FY old.
*1940	LOAN AND GRANT MAKING (General)	Destroy when 3 FYs old.
1940-A2	Charged Off Notes	To contain original promissory notes charged off without release of liability. Destroy 6 FYs after charged off. Retain in safe.
1940-A3	Evidence of Indebtedness for Address Unknown Borrowers	To contain paid in full or otherwise satisfied evidences of indebtedness, which cannot be delivered to borrowers due to address unknown. Destroy 10 FYs after paid in full other wise satisfied. Retain in safe.
1940-A5	Maintenance and Security of Essential Rural Development Documents	Original promissory notes, renewal promissory notes, bonds, assumption agreements, stock certificates, accelerated repayment agreements, and grant agreements will be maintained in a set of A-Z folders in a "locking-type" file cabinet. Evidence of indebtedness and stock certificates for each borrower will be

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		kept together. Return all instruments to the borrower when the loan has been paid in full or other wise satisfied, EXCEPT AS FOLLOWS:
		(1) For transfer of security by assumption, attach the original assumption agreement to the original note(s) covered by the agreement and keeping this file under the name of the transferee.
		(2) For rural housing foreclosed notes, transfer original note to "closed file" and destroy in accordance with RD Instruction 2033-A, 2033.10 (4)(i).
		(3) For documents evidencing debts canceled without application, transfer to borrower case file.
		(4) For charged off notes without release from liability, transfer to file code 1940-A2.
		(5) For notes and/or other evidence of indebtedness which cannot be returned to the borrower due to address being unknown, transfer to file code 1940-A3.
1940-C	Davis-Bacon and Related Acts	Requirements (including reports.) Destroy when 3 FYs old.
1940-G	Environmental Program (General)	Destroy when 3 FYs old.
1940-I	Truth In Lending - Real Estate Settlement Procedures	Disposition Not Authorized.
1940-J	Intergovernmental Review of Rural Development Programs and Activities	Disposition Not Authorized.
1940-L	Methodology and Formulas for Allocation of Loan and Grant Program Funds	Disposition Not Authorized.
1940-M	Government-Wide Debarment and Suspension (Nonprocurement) and Requirements for Drug-Free Work Place	Retain current listings and supplements. Destroy when no longer needed for reference.
*1942	ASSOCIATIONS (General)	Destroy when 2 FYs old.
1942-A	Community Facility Loans	Destroy when 2 FYs old.
1942-C	Fire and Rescue Loans	Destroy when 2 FYs old.
1942-G	Rural Business Enterprise Grants and Television	Destroy when 2 FYs old.

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CODE	SUBJECT HEADING	RETENTION PERIOD OR SPECIAL FILING REQUIREMENT
	Demonstration Grants	
*1944	HOUSING (General)	Destroy when 2 FYs old
1944-B	Housing Application Packaging Grants	Destroy when 3 FYs old.
1944-D	Farm Labor Housing Loan and Grants Policies, Procedures and Authorizations	Destroy when 2 FYs old.
1944-E	Rural Rental and Rural Cooperative Housing Loan Policies, Procedures, and Authorizations	Destroy when 2 FYs old.
1944-I	Self-Help Technical Assistance Grants	Destroy when 2 FYs old
1944-K	Technical and Supervisory Assistance Grants (General)	Destroy when 3 FYs old.
1944-L	Tenant Grievance and Appeals Procedures (General)	Destroy when 2 FYs old.
1944-N	Housing Preservation Grants (General)	Destroy when 3 FYs old.
*1948	RURAL DEVELOPMENT (General)	Destroy when 3 FYs old.
*1951	SERVICING AND COLLECTIONS (General)	Destroy when 2 FYs old.
1951-A	Account Servicing Policies	Destroy when 3 FYs old.
1951-B	Collections	Destroy when 5 FYs old
1951-B1	Form RD 451-1 "Acknowledgement of Cash Payment".	Keep field office copy in receipt book. VOIDED receipts, keep original and copy in book. Maintain in locked safe. Destroy when 3 FYs old following date of last receipt in book.
1951-B2	Forms RD 451-2, "Schedule of Remittances," and RD 1944-9, "Multiple Housing Family Payment Transmittal"	(When Form RD 451-2 is used in transmitting Form RD 104-1, use "104" folder.) Destroy when 5 FYs old.
1951-C	Offsets of Federal Payments to USDA Agency Borrowers	Destroy when 5 FYs old.
1951-E	Servicing of Community and Insured Business Program Loans and Grants	Destroy when 3 FYs old.
1951-F	Analyzing Credit Needs and Graduation of Borrowers	This includes Form RD 1951-24 "Results of Borrower Graduation Review" and Exhibits A and B of RD Instruction 1951-F or other lender contacts relating to graduation. Destroy when 3 FYs old.
1951-K	Predetermined Amortization Schedule System (Pass) Account Servicing	Destroy when 2 FYs old.
1951-N	Servicing Cases where Unauthorized Loan or Other	Disposition Not Authorized.

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	Financial Assistance was Received-MFH	
1951-O	Servicing Cases where Unauthorized Loan(S) or Other Financial Assistance was Received-Community and Insured Business Programs	Disposition Not Authorized.
1951-R	Rural Development Loan Servicing	Disposition Not Authorized.
*1955	PROPERTY MANAGEMENT (General)	Destroy when 2 FYs old.
1955-A	Liquidation of Loans Secured by Real Estate and Acquisition of Real and Chattel Property	Destroy when 2 FYs old.
1955-B	Management of Property	Destroy when 2 FYs old.
1955-C	Disposal of Inventory Property	Destroy when 5 FYs old.
*1956	DEBT SETTLEMENT (General)	Destroy when 2 FYs old.
1956-B	Debt Settlement-Multi-Family Housing	Destroy when 2 FYs old.
1956-C	Debt Settlement - Community and Business Programs	Destroy when 2 FYs old.
*1962	PERSONAL PROPERTY (General)	Destroy when 2 FYs old.
*1965	REAL PROPERTY (General)	Destroy when 2 FYs old.
1965-B	Security Servicing for Multiple Housing Loans	Destroy when 3 FYs old
*1980	GUARANTEED LOANS (General)	Destroy when 2 FYs old.
1980-D	Rural Housing Loans: Guaranteed Loan Income Limits	Destroy when 2 FYs old.
1980-E	Business and Industry Loan Program	Destroy when 2 FYs old.
*1992	REPORTS (General)	This includes reports issued by St. Louis & recurring reports. Destroy when 2 FYs old.
1992-E	Reporting Property Transactions to the Internal Revenue Service.	Destroy when 3 FYs old.
*3500	RURAL HOUSING SERVICE (General)	Destroy when 2 FYs old.
3550(1)	HB-1-3550: Direct Single Family Housing Loans and Grants - Field Office (General)	Destroy when 2 FYs old.
3550(2)	HB-2-3550: Direct Single Family Housing Loans and Grants – Centralized Servicing Center (General)	Destroy when 2 FYs old.
3550-A	Receiving and Processing Applications	This includes general material. Cut off at the end of the fiscal year. Destroy when 2 FYs old.
3550-B	Inquiries, Rural Development Services (General)	Cut off at the end of the FY. Destroy when 2 FYs old.
3550-C	Inquiries, Congressional (General)	Cut off at the end of the FY. Destroy when 2 FYs old.

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3550-D	Appraisals	To include copies of repetitive appraisals for subdivisions and related material. Destroy 5 FYs after completion of all phases of construction as described in RD Instruction 1924-C, or at the discretion of the supervisor.
3550-E	Insurance (General)	Destroy when 2 FYS old.
3550-I	Section 502 Loans	Destroy when 2 FYs old.
3550-J	Payment Subsidies	Destroy when 2 FYs old.
3550-K	Conditional Commitments	Destroy when 2 FYS old.
3550-L	Section 504 Loans And Grants	Destroy when 50 FYs old.
3550-M	Offsets of Federal Payments to USDA Agency Borrowers	Destroy when 5 FYs old.
3550-N	Refinancing to Other Credit	This includes lender contacts relating to customers refinancing to other credit. Destroy when 3 FYs old.
3550-O	Borrower Supervision	Destroy when 2 FYs old.
3550-Q	Recapture of Payment Subsidy	Destroy when 2 FYs old.
3550-R	Management and Collection of Nonprogram (NP) Loans	Destroy when 2 FYs old.
3550-S	Disposal of Real Estate Owned (REO)	Destroy when 5 FYs old.
3550-T	Form 1955-42 "Open Real Property Master Listing Agreement"	Destroy when 5 FYs old.
3550-U	Debt Settlement	Destroy when 2 FYs old.
3550-V	Security Servicing	Destroy when 3 FYs old.
3550-W	Escrow and Servicing of Real Estate Taxes	Destroy when 3 FYs old.
*3570	COMMUNITY PROGRAMS (General)	Destroy when 2 FYs old.
3570-B	Community Facilities Grant Program	Disposition Not Authorized.
*3575	COMMUNITY PROGRAMS (Guaranteed Loans)	Disposition Not Authorized.
*4200	RURAL BUSINESS SERVICE (General)	Destroy when 3 FYs old.
*4274	DIRECT AND INSURED LOAN MAKING (General)	Destroy when 3 FYs old.
4274-D	Intermediary Relending Program (IRP)	Destroy when 5 FYs old.
*4279	GUARANTEED LOAN MAKING	Destroy when 2 FYs old.
4279-A	General	Destroy when 2 FYs old.
4279-B	Business and Industry Loans	Destroy when 2 FYs old.

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*4284	GRANTS (General)	Disposition Not Authorized.
4284-F	Rural Technology and Cooperative Development Grants	Disposition Not Authorized.
4284-G	Rural Business Opportunity Grants	Disposition Not Authorized.
*4287	SERVICING (General)	Disposition Not Authorized.
4287-B	Servicing Business and Industry Guaranteed Loans	Disposition Not Authorized.

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